



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <u>SAFETY ON SITE</u>	Date: <u>16-02-21</u>
Location: <u>Knightsbridge</u>	Start Time: <u>13.30</u>
Duration (Minutes) <u>30min</u>	End Time: <u>14.00</u>
Presenters name: <u>G.Buck</u>	Presenters Signature: <u>[Signature]</u>

	Candidate's Name	Name of Employer	Candidate's Signature
1	V. BALIULEVICIUS	RAPHAEL	I confirm that I have understood the Tool Box Talk
2	G. ZABITA	RAPHAEL	I confirm that I have understood the Tool Box Talk
3	L. ZABITA	RAPHAEL	I confirm that I have understood the Tool Box Talk
4	A. STATT S	RAPHAEL	I confirm that I have understood the Tool Box Talk
5	A. Lidzins	RCL	I confirm that I have understood the Tool Box Talk
6	S. MIRANI	RCL	I confirm that I have understood the Tool Box Talk
7	G. Diaconu	RCL	I confirm that I have understood the Tool Box Talk
8	I. Neagu	RCL	I confirm that I have understood the Tool Box Talk
9	R. Caneleai	R.C.L	I confirm that I have understood the Tool Box Talk
10	K. O'Malley	R.C.L	I confirm that I have understood the Tool Box Talk
11			I confirm that I have understood the Tool Box Talk
12			I confirm that I have understood the Tool Box Talk
13			I confirm that I have understood the Tool Box Talk
14			I confirm that I have understood the Tool Box Talk
15			I confirm that I have understood the Tool Box Talk

Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended	Duration	Total Time	Employer Reference
			2453745

DOCUMENT REFERENCE:	SIT-FM-007	VERSION NO:	1.1	CREATION DATE:	07/02/2013	Page 1 of 1
DOCUMENT OWNER:	DAS			LAST REVISION DATE:	01/03/2018	



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TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL-90) – PERSONAL HYGIENE & PRESENTATION	Date: 15/02/2021
Location: Hilton Hotel, Victoria Square, Woking	Start Time: 07.30
Duration (Minutes) 30 mins	End Time: 08.00
Presenters name: MARK ROBINSON	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
J. SMITH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
E. AMANING	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
B. RAMCHANDE	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
I. KOVACH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
H. SINGH	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
K. SINGH	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk

Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended 6	Duration 30 mins	Total Time 3 hours	Employer Reference 2453745
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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO: 1.0	CREATION DATE: LAST REVISION DATE: NEXT REVIEW DATE:	07/02/2013 N/A 07/02/2014	Page 1 of 1
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Toolbox Talk No.90 PERSONAL HYGIENE AND PRESENTATION

Good personal hygiene all boils down to common sense. A daily shower, followed by clean clothing, and frequent washing of hands, particularly before eating or smoking, goes a long way in keeping you healthy and safe.

Good personal hygiene is one of the most effective ways to protect ourselves, and others from illness. This means washing your hands, especially, but also your body. Good habits can help control body odour and bad breath. Here are some basic tips for good personal hygiene:

HAND WASHING

What is on your hands gets ingested. How many times have you seen fellow workers smoke a cigarette while their hands were covered with paint or grease? How about the workers who eat their lunch without washing their hands? Not one of us would intentionally eat paint, or dip our cigarette into the paint bucket. Even so, that is basically what is happening when you eat your sandwich or smoke a cigarette without washing your hands. In addition to tobacco, smokers may be inhaling toxic substances that have been placed on the cigarette from their hands.



You should always wash your hands:

- After using the toilet.
- Before making or eating food.
- After handling dogs or other animals
- If you have been around someone who is coughing or has a cold.

BAD BREATH

- Good dental hygiene includes regular brushing and flossing. Bad breath can be caused by diseases of the teeth, gums and mouth, such as infections.

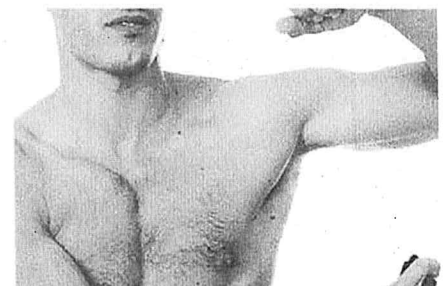


- Most people have bad breath first thing in the morning because saliva is not made while you sleep. Some foods that can cause bad breath include garlic and onion.
- Smoking, drinking coffee and dehydration can also cause bad breath
- Mouth washes, mouth sprays and flavoured chewing gum can make your breath smell better for a while, but if you have a health problem in your mouth, you need to see your dentist.

BODY ODOUR

Body smells are caused by a number of factors working in combination, including:

- Chemicals in sweat. Including pheromones, which are made by the body and sexually attract (or repel) other people.
- Wastes excreted through the skin, such as metabolised alcohol.
- The actions of bacteria that live on the skin and feed on dead skin





cells and sweat.

- Unwashed clothes, such as underwear and socks.
- TIP: Use an antiperspirant deodorant directly after each shower to ensure you keep fresh all day. Only wear your socks, undies and vests once before washing.

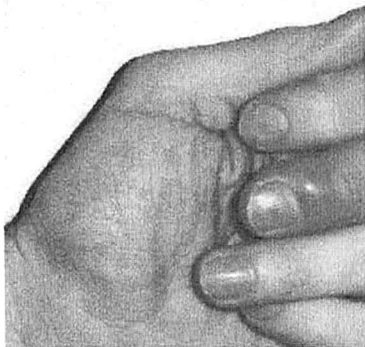
CLEAN CLOTHING

- Clean clothing is a part of good hygiene. Maintaining good personal hygiene includes the clothes worn to work.
- A worker wearing oily, greasy clothing, or clothes that have toxic chemicals spilled on them, is likely to experience irritating rashes, boils or other skin problems.
- Work clothing should be changed daily.
- A daily shower and clean clothing reduces the chances of skin problems.
- Remember, dirty clothes and skin carry chemicals to your home and family.



FIRST AID

First-aid begins with cleanliness. When we get a sliver, a nick, or a cut we typically go to the first-aid kit. We grab an adhesive bandage, quickly put it on, and go back to work.



Several days later we wonder why the small injury is inflamed and infected. Don't ignore small injuries like these. The wounded area should be washed with soap and water before the bandage goes on. Possibly an antiseptic should be placed on the wound as well. This simple trick helps to keep the wound from becoming contaminated. To also help prevent a small injury from getting to be a serious health hazard, keep your tetanus booster current. A small injection every 10 years is a small price to pay, in the prevention of infection.

PERSONAL PRESENTATION

If you are meeting visitors or working on sites, you are representing your employer and personal presentation is of utmost importance. This includes all of the above, but especially:

- Clean clothing in good condition i.e. not covered in paint or ripped
- Correct PPE that is required on that site, clean and in good condition
- Raphael – branded hi-vis only to be worn on site (or plain, if none available)



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL-10) – FIRE PRECATIONS & EQUIPMENT	Date: 18/02/2021
Location: Hilton Hotel, Victoria Square, Woking	Start Time: 08:00
Duration (Minutes) 30 mins	End Time: 08:30
Presenters name: Jason Wray	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
J. SMITH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
B. RAMCHANDE	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
I. KOVACH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
H. SINGH	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
K. SINGH	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk

Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended 5	Duration 30 mins	Total Time 2 1/2 hours	Employer Reference 2453745
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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO: 1.0	CREATION DATE: LAST REVISION DATE: NEXT REVIEW DATE:	07/02/2013 N/A 07/02/2014	Page 1 of 1
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Toolbox Talk No. 10 FIRE PRECAUTIONS AND EQUIPMENT

Buildings in the course of erection or undergoing alteration are particularly vulnerable to fire. Fire causes loss of life and millions of pounds worth of damage each year.

OUTLINE SITE PLAN OF ACTION IN CASE OF FIRE:

Q. What is the name and location of the Fire Safety Coordinator / Fire Marshall?

Q. On discovering a fire, how do you:

- raise the alarm?
- call the fire brigade?

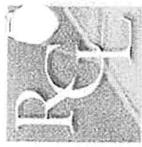
Everyone should know the:

- ✓ Fire Action Procedure
- ✓ Location of Fire Action Notices
- ✓ Location of exits from building and signage to same.
- ✓ Location of fire extinguishers and limitations on use.
- ✓ Access for fire brigade – keep site routes clear.
- ✓ Company “no smoking” policy.
- ✓ Hot working – permit to work requirements when applied.

Good practice on site to reduce the risk of fire and get out safely:

- ✓ No accumulation of waste materials – clear regularly to skips.
- ✓ Keep fire exit routes clear.
- ✓ Flammable materials, gas cylinders and flammable liquids – stored correctly and separately.
- ✓ Heaters safely located and guarded – no clothes drying in contact with any heating appliance.
- ✓ Vehicles or plant must not be fuelled while engine is running.
- ✓ On cessation of work check that heaters, lights etc are switched off.

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	8	CREATION DATE:	11/08/2010	Page 16 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	10/05/2018	



PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: HILTON HOTEL, WOKING

OPERATIVE NAME	HARD HAT	SAFETY GLASSES	HI-VIZ VEST	GLOVES	EAR DEFENDERS / PLUGS	DUST MASK FFP3	REASON FOR ISSUE / REISSUE				SIGNATURE	DATE
							New	Lost	Damaged	Wear and Tear		
T. DVIDIO-TRAIAN						10X SURGICAL	✓				<i>[Signature]</i>	27-01-21
M. RIMAN						10X SURGICAL	✓				<i>[Signature]</i>	27-01-21
H. SINGH		✓		✓		10X SURGICAL	✓			✓	<i>[Signature]</i>	27-01-21
K. SINGH		✓		✓		10X SURGICAL	✓			✓	<i>[Signature]</i>	27-01-21
L. PETREAN						10X SURGICAL	✓				<i>[Signature]</i>	01-02-21
<i>[Signature]</i>						10X SURGICAL	✓				<i>[Signature]</i>	11-02-21
H. SINGH						10X SURGICAL	✓				<i>[Signature]</i>	11-02-21
K. SINGH						10X SURGICAL	✓				<i>[Signature]</i>	11-02-21
J. WRAY						10X SURGICAL	✓				<i>[Signature]</i>	11-02-21
B. RAMCHAND						10X SURGICAL	✓				<i>[Signature]</i>	11-02-21
E. AMANIN						10X SURGICAL	✓				<i>[Signature]</i>	11-02-21
J. SMITH						10X SURGICAL	✓				<i>[Signature]</i>	11-02-21

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